

Clerical and Office Branch  
General Clerical Group  
Municipal Court Series

DEPUTY COURT CLERK I

04/00 (REB)

### *Summary*

Under general supervision, on assigned shift, perform clerical work related to court administration.

### *Typical Duties*

Convey warrant and commitment information to law enforcement agencies, defendants, attorneys and other authorized persons. Involves: searching computer and paper files for documentation by subject name, alias, or possible nickname; relaying information such as quantity of warrants, warrant numbers, nature of violations, dates of offense and amounts owed on warrants; booking out and in warrants or commitments to or from law enforcement officers; providing certified and sealed copies to designated persons; generating such standardized correspondence as warrant notifications and conviction letters; responding to procedural inquiries from the public on the telephone or in person; retrieving, entering and updating defendant citation records; accepting and issuing various documents such as proof of Defensive Driving compliance and driving histories; issuing payment plans and extensions; accepting payments after hours from defendants in custody; filing defendant motions; issuing court dates for indigent hearings; maintaining daily log on activity on each citation; witnessing signatures on complaints; issuing citation books to El Paso Police Officers and City inspectors.

Review and activate warrants. Involves: verifying information on tickets against warrant or commitment; correcting errors within designated limits or notifying supervisor of discrepancies; assisting law enforcement personnel in filing warrants; issuing warrant numbers for Magistrate Warnings; preparing jail commitments on overdue payments; verifying warrant or commitment data input against daily log; researching recalled warrants to determine appropriate status for review by supervisor; processing and filing various legal documents, including warrants, commitments, affidavits, emergency protective orders and nonresident violator compacts; reviewing daily report of warrants paid and pulling paid warrants.

Schedule court cases. Involves: slating appropriate number and type of cases for each session; retrieving relevant court documents and reviewing them for completeness and accuracy; reviewing Police Officer work schedules to ensure availability for court dates, as needed; communicating court information to designated parties, such as defendants, parents of juvenile defendants, witnesses, law enforcement personnel, City inspectors, attorneys and bail bond company representatives, by telephone or routine correspondence; maintaining files of correspondence and subpoenas issued, and records of Police Officer attendance in court.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent plus three (3) years of general clerical experience, one (1) year of which included regular or frequent direct public contact; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: office practices and procedures; business English, grammar and spelling. Some knowledge of: automated record keeping systems.

Ability to: check legal documents for accuracy and completeness; work quickly and accurately within deadlines; follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; update and maintain specialized electronic and hard copy court records.

Skill in safe operation and care of: personal computers or network workstation; generic business productivity and specialized court software comparable to that installed; common office equipment.

Special Requirements: Subject to call back, and working rotating shifts, flexible or extended hours, weekends and holidays.

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Director of Personnel

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Department Head

OFFICIAL